



Class Title: Public Works Director
Department: Public Works
Reports to: City Manager
Classification: 19
Salary Range: \$71,230 to 106,845

GENERAL STATEMENT OF JOB

The Public Works Director has primary responsibility for the organization, operation and overall performance of the Public Works and Facilities Maintenance Departments. This specifically includes the development and administration of the departmental budget and the supervision of all department employees. The director formulates policies and coordinates activities in accordance with general policies established by the City Council and by the City Manager. Exercises supervision over a number of unskilled, semi-skilled, skilled and supervisory maintenance and construction employees. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, and with the general public. Work is performed under the supervision of the City Manager under guidelines established by the City Manager; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives. The director accountable for achieving programmatic goals and objectives and for ensuring that the community is provided with desired and mandated services in an effective, cost-efficient manner.

ESSENTIAL JOB FUNCTIONS

Directs and supervises duties of assigned professional, supervisory, maintenance and support staff. Supervisory duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems, and recommending employee transfers, promotions, discipline, discharge, and salary increases.

Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Establishes and maintains the philosophy, vision and goals of the department; develops monthly, annual and five-year plans for department projects and activities.

Ensures department compliance with all City policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.

Develops and administers the department budget. Seeks and administers grant funds for special projects and programs.

Oversees department and City capital improvement projects and other development and construction activities.

Prepares requests for proposals and pre-bid documents; recommends successful bids.

Develops and oversees the department's equipment replacement program; ensures the availability of safe, properly working equipment at all times.

Serves along with the Fire Chief and Police Chief as a member of the City's Emergency Operations Executive Committee.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services; attend meetings, conferences, and workshops as assigned.

Provides assistance and guidance to the City Manager and the City Council on Capital Improvement Project Programs and Public works service-related matters.

Establishes, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Serves as department liaison to City management, City Council, other City departments, community/civic organizations, boards and commissions, committees, and various government and other agencies.

Receives and responds to public inquiries, requests for assistance and complaints.

Explain, justify and defend Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

Assess and monitor the City's infrastructure to provide adequate levels of public service both for existing systems/networks and extensions/developments.

Attends City Council and Committee meetings and provides information as requested.

Participates in marketing and public relations efforts to increase awareness of department programs and services. Receives and responds to media inquiries.

Keeps abreast of trends and issues in public works by reading professional and technical publications and attending conferences, workshops, professional meetings, etc.

Receives and reviews various records and reports including revenue reports, vehicle maintenance records, monthly reports, requests for proposals, architectural drawings, budget reports, meeting minutes, accident and incident reports, etc.

Prepares a variety of documents, including but not limited to performance appraisals, budget documents, grant applications and documentation, requests for proposals, technical reports, and various other records, reports, memos and correspondence.

Refers to policy and procedure manuals, computer manuals, safety manual, architectural and engineering drawings, budget manual, master plans, plats, maps, codes, ordinances, etc.

Operates a vehicle and a variety of equipment such as a computer, calculator, telephone, two-way radio, etc.

Uses computer and clerical supplies.

Interacts and communicates with various groups and individuals such as the City Manager, City Council, City department heads and personnel, subordinates, commission and board members, committee and task force members, civic/community organizations, other government agencies, consultants, architects, engineers, news media and the general public.

ADDITIONAL JOB FUNCTIONS

Assists various department divisions with duties as necessary.

Performs general administrative/clerical duties as required, including preparing reports and correspondence, entering and retrieving computer data, attending and conducting meetings, reviewing correspondence, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Knowledge of and experience in:

- Principles related to public buildings, and capital facilities planning and development.

- Principles and practices of modern public administration including planning, organizing, staffing, supervising, training and managing financial and human resources.
- Techniques and methods of preparing designs, plans, specifications, estimates and reports for proposed municipal facilities.
- Municipal procedures relating to finance, personnel, purchasing, office operations, risk management and public relations
- Management of occupational hazards and safety precautions
- Working relationships with the public, news media, employees, external agencies and organizations, the city manager and the city council
- Principles and procedures of facility and fleet management and maintenance.
- Principles and practices of program management, development and administration.
- Pertinent Federal, State and local laws, codes and regulations.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Six years of increasingly responsible professional public works experience of which at least four years were in a supervisory capacity, and

Education – Bachelor's degree from an accredited college or university in civil engineering, public administration, or a related field. A Master's degree is highly desirable.